



ST. BENEDICT
CATHOLIC CHURCH AND SCHOOL

EST. 1962

Student Handbook

2019 - 2020

"A Foundation for Life"

St. Benedict School
165 Bethany Road
Holmdel, NJ 07733
Phone: 732-264-5578
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www.stbenedictholmdel.org

Directory

Rev. Garry Koch	Pastor	Parish Hours 9:00 a.m.-4:00 p.m.
Rev. John Michael Patilla	Parochial Vicar	School Hours 8:00 a.m.-2:15 p.m.
Kevin Donahue	Principal	Office Hours 7:30 a.m.-3:00 p.m.
Christine Keeling	Vice Principal	School Office 732-264-5578
Fran DeMuria	School Business Administrator	732-264-5578 Ext. 31
Monica Hurni	Main Office Administrative Asst.	732-264-5578 Ext. 19
Patricia Tobino	Main Office Administrative Asst.	732-264-5578 Ext. 30
Sharon Conroy	School Nurse	732-264-5578 Ext. 28
Noreen Potterton	School Social Worker	732-264-5578 Ext. 40
Prudence Ciccone	Director of EDP	732-264-5578 Ext. 35
Diane Laskowski	HR/Tuition/EDP	732-264-5578 Ext. 23
Melissa Dayton	Director of Faith Formation	732-264-4712 Ext. 26
Carol Cesario	Religious Education Administrative Asst.	732-264-4712 Ext. 24
Lori McCahill	Marriage Ministry	732-264-4712 Ext. 27
Lori Ulrich	Director of Marketing and Events	732-264-4712 Ext. 39
Anita Magnan	Director of Information Technology	732-264-5578 Ext. 42
Bob Cognat	Facilities Manager	732-264-4712 Ext. 20
Lori McGee	Bookkeeper/SCRIP	732-264-4712 Ext. 37
Eileen Cannarozzo	Parish Administrative Asst.	732-264-4712 Ext. 11
Margaret Roddy	Parish Administrative Asst.	732-264-4712 Ext. 17
School Website www.stbenedictholmdel.org	Call-In 732-264-5578 Ext. 46	School Fax 732-264-8679

Nondiscrimination Policy

St. Benedict School does not discriminate in its admission policies on the basis of race, color, sex, or national or ethnic origin. Students of any race, color, sex, or national or ethnic origin are admitted to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, nationality, or ethnic origin in the administration of its educational policies, admissions policies, athletic, or other school administered programs.

Introduction

St. Benedict

St. Benedict was born at Nursia in Umbria, Italy, in 480. Educated in Rome, Benedict was tormented by the situation at that time. The rich wallowed in easy living and the poor hungered at their gates. Benedict "hungered," too, for peace of mind and lasting wealth. He fled from the pleasures of decadent Rome and chose to live as a hermit in the solitude of the hills of Subiaco. After three years, the renown of his virtues drew many men to him and they became his disciples. For his monks, he founded several monasteries at Subiaco, and later the great Abbey of Monte Cassino. His monastic motto was: "Pray and Work." The Rule that Benedict wrote for his monks reflected his understanding of the need to balance prayer, work, and community, and it was adopted by many other monastic orders. Benedict died on March 21, around 547, but his spirit lives on in the men and women of Benedictine communities throughout the world. (*From the selection for St. Benedict in Saint and Thought for Every Day.*)

History of St. Benedict School

The Diocese of Trenton, aware of the ever-increasing growth of population in the Matawan-Keyport area of Monmouth County, purchased twenty-five acres of land from a family in Holmdel Township to be used as the site of a church and school to meet the spiritual needs of the Catholic families moving to this rural community. In March 1960, Parish Councilors were hired to organize a Building Fund Campaign to obtain pledges from the members of the Community of St. Benedict. On April 12, 1961, Father Edward P. Blaska, the first pastor, broke ground for the new church and school. A dedication ceremony presided over by Reverend George W. Ahr, the Ordinary of Trenton, was held on September 22, 1962, to celebrate the opening of St. Benedict School.

The original faculty was comprised of three Sisters of the Marianites of the Holy Cross of Princeton, and five lay teachers. Sister Mary of the Sacred Heart was the first principal.

Two wings of the school opened to accommodate 400 students in grades one through three. Every year a grade was added until the elementary school of eight grades was completed. The first class of students graduated in June 1968. As the student body grew, an additional wing was added to house classrooms, a library, and a faculty room. In 1976, to keep pace with future needs of a changing society, a half-day kindergarten program was established. By 1986, the program expanded to full day.

Over the years, the basic curriculum has expanded to include "special" subjects: art, Spanish, music, technology, stock market game, and PE. Remedial programs in reading, math, and speech are provided by the state. In addition, students have the opportunity to participate in band, extracurricular clubs, and sports. Since 1990, the school has provided an Extended Day Program (EDP) to accommodate the needs of working parents and a "Before-Care" program that begins at 6:30 a.m.

Mission Statement

Guided by the Gospel, inspired by the Beatitudes, and strengthened by the Eucharist, the Catholic school community of St. Benedict worships God joyfully, respects life reverently, helps others generously, shares gifts and talents gratefully, and engages interactively in an academic program that prepares our students for life-long learning.

"Rebels"

St. Benedict is the "Home of the Rebels" and we use "Rebels" as an acronym to encapsulate our expectations for each student: R = respectful and responsible; E = excellent effort in academics; B = believer; E = energetic; L = loving; S = supportive of teachers and schoolmates. With these expectations held high, we believe our students can strive to reach and then surpass their goals, thus laying the foundation for future success.

POLICIES AND PROCEDURES

ADMISSION

St. Benedict School accepts children in Pre K-4 through 7th grade, and, in special circumstances, 8th grade students may be accepted. School registration takes place on a rolling basis. Children entering Pre K-\$ must be four years of age by October 1, and kindergarten students must be five years of age by October 1st. Children entering grade 1 must be six years of age by October 1. Acceptance of students in grades 1 through 8 is dependent upon seat availability and approval by the principal following a thorough review. All new students in grades 1 through 8 are automatically placed on academic and behavioral probation for the half of the school year.

The following documents/materials must be submitted before the registration is complete:

- Child's Birth Certificate
- Child's Baptismal Certificate
- Record of current physical examination

- Immunization records
- Academic and behavioral records
- Completed application form
- Registration fee

AFTER SCHOOL GUIDELINES

- **Remaining on School Grounds:** All students must leave the school building and grounds at the end of the school day, unless they are involved in a supervised after school activity. If there is lag time between the end of the school day and the start of another activity (e.g., softball or baseball games, team practices), parents are responsible for the whereabouts of children during that time frame. Students may not remain in the school building or on school grounds without supervision.
- **Forgotten Books or Belongings:** Students who return to school to pick up forgotten books, materials, or belongings may not return to a classroom unless accompanied by an adult.

ARRIVAL

The school day begins with the 8:00 a.m. bell. The front doors are unlocked at 7:30 a.m. Car riders may not arrive prior to 7:30. Tuesday morning music students report directly to the FAL. After 7:45 a.m., all students report directly to homerooms upon arrival. At the 8 a.m. bell, school will begin. Students are to be seated in their classrooms ready for the day. Any student entering after the 8 a.m. bell will be marked late. Parents, please note: After the doors lock at 8:00 a.m., parents **MUST WALK** students into the building and sign them in. *Please make note of this policy.*

Buses will enter the parking lot via the Bethany Road entrance and turn right to the rear parking lot. Bus students will be discharged at either the front doors or the FAL door.

Car Rider Drop-off Procedure

- Cars enter by way of the Hillcrest Road entrance.
- Cars form two lines along the ball field. There is a traffic monitor at the end of the line to control traffic flow. Cars turn left at the end of those lanes into the “chute” along the sidewalk in front of the church and school.
- Lanes alternate. Please be alert and aware; follow the directions of the traffic controller.
- First car into the chute pulls up to the crosswalk at the top of the chute.
- Cars follow and stop just behind the car in front.
- Students disembark from cars on the passenger side. If your child needs help, someone will assist him/her. **PLEASE DO NOT EXIT YOUR CAR.** It is helpful if your child's lunchbox and backpack are within your child's reach to facilitate a smooth exit.
- No car should ever try to pass another in the chute. Please be patient, cars will move as quickly as possible.

Other considerations

Sometimes parents have reason to go to the school office during the a.m. arrival time. In that case, those parents should drop off their children by driving through the “chute,” and then circle back around to the parking area by way of the lane in front of the Pastor's house.

ATTENDANCE

Students are expected to be in regular attendance throughout the school year. Illness, recovery from an accident, death in the family, unavoidable medical/dental appointments, family emergencies, and other reasons accepted by the principal are the only legitimate reasons for absence. A written excuse stating the reason for the absence is to be presented to the homeroom teacher when the student returns to school.

Absences of 20 days or more are considered excessive and could impact on the student's promotion to the next grade level. Such situations will be handled on a case-by-case basis, but a conference attended by the principal, nurse, teacher, and parents will be required for any student who reaches 20 absences.

If a student will be absent in excess of 3 days, parents should notify our school nurse. Students who will be absent 10 or more school days for reasons of illness may be eligible for home instruction.

Please do not send your child to school if he/she is ill or with fever. Attending school when a student is ill not only adversely affects the student's ability to learn but also presents a health hazard to others. Students should be fever-free for 24 hours before returning to school.

Teachers will provide students with opportunities to complete assignments missed due to legitimate absenteeism; however, the onus is on the student and parent to request and follow up on all work missed.

Definitions for Attendance:

- Students entering school from 8:00 – 9:30 a.m. are marked tardy.
- Students entering from 9:30 – 11:00 a.m. are marked absent for half a day (a.m.).
- Students leaving school between 11:00 a.m. – 1:30 p.m. are marked absent for a half day (p.m.).
- Early pick-up of students will be allowed before 1:45 p.m. **Any parent arriving from 1:45 on will have to wait outside in the car riders pick up area for the student.**

Vacations: St. Benedict School strongly discourages parents from removing students from school for vacations. The teacher is not responsible for work missed if a student is absent for the purpose of vacation during school time. Following from that premise, no work will be projected or assigned by the teacher in advance of the absence. Parents should notify the school office and the classroom teacher about a planned vacation as soon as possible. Upon the student's return, all school work missed must be made up at home according to the following guidelines: For students in Grades K-4, the teacher will communicate arrangements and a time frame for the student to make up missed work upon the child's return. It is the parents' responsibility to ensure that your child follows these arrangements. For students in Grades 5-8, the student should be reviewing teacher websites and google classrooms to determine what work was missed and needs to be made up. If necessary, the student should approach each teacher to make an appointment at a time convenient for the teacher to review work that was missed during the absence, and to devise a schedule for submitting missed assignments and making up quizzes and tests. It is the parents' responsibility to make sure that your child follows through on this procedure. ****Vacations taken at the end of a trimester should be avoided, as work missed and not made up in time may affect a student's report card grades.**

BIRTHDAYS

Because we value every student, we mark each student's birthday by announcing the occasion during the morning announcements. Out of consideration for students with food allergies, out of consideration for those students whose parents work hard to instill healthy eating habits, and out of consideration for the national guidelines to prevent childhood obesity, **food birthday treats of any kind are not permitted.** Teachers of students in grades Pre K through 5 may mark birthdays within their classrooms in their own special ways and small tokens or birthday "goody bags" may be distributed by the birthday student and by dressing down. Students in grades 6-8 may dress down on their birthday (or an alternate day if it falls on a weekend or Mass day).

Party Invitations: Invitations may not be distributed in school. All invitations should be mailed.

BOOKS & MATERIALS

Textbooks and workbooks must be covered at all times. Students are responsible for the condition of the books issued to them and are subject to fines if the books are damaged or lost. Students will pay the publisher's price for books that are missing or can't be used because of damage. We recommend that books be carried in a backpack of some sort.

CHROMEBOOKS

Each child is assigned a Chromebook beginning in grade 4, and the Chromebooks are housed in school. It is the responsibility of the student to treat the Chromebook with the greatest of care, and the student is required to place the Chromebook in a protective case when not in use during the school day. Students will be responsible for service that is needed for damage or mishandling of Chromebooks. Any costs above the insurance limitations will be the sole responsibility of the student and as such, a \$150 binder for breakages which result in physical damage to the device must be remitted and will be reimbursed at time of graduation or withdrawal from St. Benedict School if no incident of physical damage occurs. If an incident does occur, and binder is used, you will be notified and an additional \$150 binder may be required.

BUS REGULATIONS

The bus driver is in full charge of the bus and the students. It is expected that all students follow the instructions and directions of the driver. The following mandates for students are provided to insure a timely, orderly, and safe transport:

1. Be at your designated stop five minutes ahead of schedule and wait in an orderly fashion.
2. Sit in seats assigned by driver, patrol, or principal.
3. Safety rules are followed at all times.

4. Important safety rules:
 - Keep head and hands inside the bus at all times.
 - Be seated as soon as you enter the bus and remain seated at all times.
 - Buckle your seat belt.
 - Exit the bus only at your assigned stop or at school. (NO ONE MAY EXIT THE BUS AT SJVHS)
 - Pass in front of, not behind, the bus if you must cross the road after exiting the bus.
 - Eating, drinking, changing out of uniform, or throwing anything out the windows are not permitted.
5. Rules of courtesy are followed at all times.
 - Students must speak in classroom level voices so that the driver is not distracted.
 - The use of profanity is *absolutely forbidden*.
 - Smoking and vaping is *absolutely forbidden*.
 - Damaging or vandalizing the bus in any way is *absolutely forbidden*.
 - Taking pictures of other students is *absolutely forbidden*.
 - Older students are expected to take special care of younger students, and all students are to follow the directions of the bus driver.
 - No one is to take a picture of another student on the bus or in any area of the school.
6. As indicated in NJ State Law, please note that students may not ride on buses other than those to which they are assigned.
7. The bus driver may send a "Bus Misconduct Report" to the principal for students who do not follow the rules. **Habitual offenders may be suspended or permanently removed from the bus.**

LUNCH

Students in grades Pre-K to 8 eat lunch in the cafeteria. Cafeteria personnel include a kitchen crew and a direct care staff. In addition, the Classroom Aides assist students. Students may bring their own lunch or purchase lunch. Monthly menus are listed on the website. A limited number of a la carte items are also available. Students may not bring glass containers or cans of soda to school. Parents are urged to pack healthy lunches.

Forgotten lunches may be dropped off at the main office. If students find themselves without lunch, they are to inform either their classroom teacher or cafeteria staff and they will be provided with lunch.

CALL-IN PROGRAM

At the beginning of the school year, parents/guardians will receive a form requesting information for our Call-In Program. This mandatory program is for the protection of our children. Whenever your child is absent or will be late for any reason, call 732-264-5578 (press 2) at any time. State your child's name, homeroom, and the date(s) that the child will be absent or late. Parent volunteers check the voicemail at this number every morning, and if a call has not been received for a child who is absent, the parent volunteer will notify that child's parent/guardian at the number specified on the Call-In information form.

CELL PHONES

Students are not allowed to use cell phones in school. If a student has a phone, he/she is required to turn it off and place it in his/her backpack as soon as the school is entered, and it must remain there until the child is dismissed, either at the end of regular school hours or when leaving EDP. Because we cannot anticipate every new device that is introduced, the administration reserves the right to determine if a device is covered by this policy.

Any student found with a phone is subject to disciplinary action. If a student is found in possession of a device, it will be confiscated and sent to the school office for the remainder of the day, and parents will be notified. If a student is caught a second time, parents will be required to come to school and pay a \$20 fine to have the phone returned or we will hold it for three days. The teachers and principal reserve the right at any time to check if a student is in possession of his or her phone/device.

CHANGE OF ADDRESS, PHONE, EMAIL

We ask that parents notify the classroom teachers and the school office concerning any changes in addresses, or telephone numbers. Since the school will send all email via the newly assigned SBS email addresses, notification of new email addresses to the school are not necessary.

CHILD ABUSE

NJ State Law requires any person who has "reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse" to report the same promptly to the Division of Youth and Family Services by telephone or otherwise. (NJS.A. 9:6-8, 10 etseq.)

Failure to report suspected child abuse is punishable as a disorderly person's offense. (NJS.A. 9:68.14) Under the law anyone who makes a report shall have immunity from any civil or criminal liability that he/she may have otherwise incurred. (NJS.A. 9:6-8.13)

CLASS/FIELD TRIPS

Field trips are a privilege and not a right and may be denied to any student who fails to meet the academic or behavioral requirements. Prior to a scheduled trip, each student ***must return the official school permission slip by the date specified by the teacher.*** Students who fail to submit the proper form will not be permitted to participate in the field trip. Telephone calls will not be accepted in lieu of the proper form.

Chaperones will be limited for each trip, and all volunteers must have received Virtus training, and an educational background check. Once volunteer spots are filled for a field trip, only those parents will accompany the class on the trip.

COMMUNICATION

Effective communication between the home and the school is an essential element in the development of our students.

Parents/Guardians are expected to communicate in a respectful manner when speaking with or about the administration, teachers and staff of the school, whether verbal, written, email, or via social media. Abuse or harassment, either verbal, physical or written, may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

General: All communication will be forwarded via the newly assigned SBS email addresses. Documents will also be posted on the website under the Parent Portal tab. Parents can find all information and forms under this tab.

Parent-Principal: Parents may schedule an appointment with the principal by calling the school office.

Parent-Teacher: In keeping with the belief that good, open communication between teachers and parents is essential for the benefit of the student, parents who have a concern must first communicate directly with the teacher. The principal will not discuss a classroom issue with parents until parents take that initial step. Teachers are also encouraged to communicate concerns to parents. Once these initial steps have been taken, the principal will facilitate further communication as necessary. We are completely confident that we can work through any issue, but we respectfully request that parents abide by the following process.

Any parent is free to make an appointment to meet with a teacher by sending in a note, calling the main office to leave a message for the teacher, or emailing the teacher. Obviously, meetings may not be scheduled during instructional time, but are usually held before school, during a teacher's preparation period, or after school. Before visiting any area of the school, parents must sign in at the main office. Parents may not approach a teacher in regard to a concern unless the parent has made an appointment to speak with the teacher within the parameters outlined above.

Email: The faculty and staff of St. Benedict School may be reached by email at lastname@stbenedictnj.org. Please hold reasonable expectations regarding responses from teachers. In most cases, the teacher will respond by the end of the following school day. Out of respect for our teachers and their families, teachers are neither expected nor required to respond to emails on evenings and weekends. Please do not anticipate an email response between Friday at dismissal and Monday morning. In addition, we respectfully request that parents not abuse the email communication system. If you can find the information on the teacher's web page or elsewhere on the school website, please use those avenues before sending an email.

COUNSELING SERVICES

Students may be referred to the school social worker by the administration, teacher, or parent for academic, behavioral, or social issues. The school social worker may see a student for up to three times without parental notification. After the third visit, parents will be notified. If the school social worker determines that serious concerns exist, parents will be notified as soon as possible.

CURRICULUM

The program of studies offered at St. Benedict School follows guidelines provided by the Diocese of Trenton.

Academic Core: As appropriate to their grade level, all students receive instruction in the following subjects: Integrated Language Arts, Mathematics, Social Studies, and Science.

Religion: The goal of the religion component of the curriculum is to provide students with a firm foundation for faith development. In addition to the formal teaching of the Scriptures, traditions, and doctrines of the Church, the Religion curriculum provides students with the opportunity to participate in liturgical celebrations throughout the year. Perhaps more importantly, through the efforts of parish, parents, and faculty, the students are afforded the experience of a vibrant Christian faith community. All students, regardless of individual religious affiliation, are required to participate in religion classes and religious celebrations.

Special Education/Remedial Programs: Students may be eligible to receive the following remedial assistance as determined by standardized testing, Child Study Team evaluation, and/or teacher recommendation: compensatory reading, math, and writing, speech therapy, supplemental instruction. IDEA-B services (in-class support teacher or class aide) are determined on an annual basis according to available funding. These services are provided by Monmouth Ocean Educational Services Commission and coordinated by the SBS school social worker.

DISCIPLINE

The primary goal of discipline at St. Benedict School is to bring about the self-discipline that each individual student needs to achieve his/her potential. In our Catholic school setting, that goal is achieved by instilling in students an awareness of spiritual and moral values. By design, this process is constructive in nature, and it attempts to develop positive attitudes that will help students to incorporate high standards of Christian behavior into their lives.

Discipline is an underlying framework around which other aspects of education are structured. The ultimate goal of learning is self-actualization characterized by self-direction and self-discipline. Good discipline begins with the earliest training in the home, and extends to the school and the community. Discipline in a Catholic educational community is part of the teaching/learning process; therefore, it is the responsibility of the Catholic school to attempt to provide each individual student with moral guidelines and leadership.

Mutual respect and cooperation between home and school must exist if discipline is to be maintained and if the above goals are to come to fruition. Complete unity in authority between parents and teachers is essential. Parents are encouraged to withhold judgment on what appears to be a problem or grievance until all the facts are received from the proper person. Parents must first contact the classroom teacher. Once that initial step is taken, the principal will become involved if necessary. Discussion of problems with friends, neighbors, and acquaintances may lack full clarity and be hurtful rather than helpful.

Our students come to school to develop spiritually, intellectually, emotionally, socially, and physically. To this end, we endeavor to develop and foster within each student:

- Responsibility for one's actions.
- Respect for adults, other students, their persons and possessions.
- Respect for school and church property (books, equipment, desks, buildings, and grounds).
- Courtesy, good manners, and proper and respectful language.
- Neatness, cleanliness, and proper dress at all times.
- School spirit and good sportsmanship.
- Compliance with all school regulations.
- The responsible use of social media.

Standards of Behavior Expected of St. Benedict Students

In the interest of fostering an atmosphere where academics can be better developed and Christian responsibility and attitudes can be nurtured, St. Benedict School has adopted the following expectations of students. Although these expectations apply across the spectrum from primary to junior high grade levels, a student's developmental level will always be taken into consideration. For example, within the guidelines the expectations for an eighth grade student will be far different than for a kindergarten student.

- Respect the philosophy on which the school is based by demonstrating appropriate behavior or conduct becoming to a Catholic school student and for the good order of the school.
- Respect the safety of others by refusing to act in any way that would endanger others in school or on the bus.
- Respect the rights of others by acting or speaking in a manner that reflects common decency, and a Christian attitude toward others (e.g., refraining from mocking, teasing, name-calling, bullying, fighting, or harassment of any kind). Please see the Addenda for specifics related to bullying and sexual harassment.
- Respect and cooperate with all school authority through appropriate words, gestures, and actions.
- Respect the property of others and all school property, including classrooms, desks, computers (hardware and software), common areas, and bathrooms.
- Respect established bus regulations. (See section above.)

- Respect the responsibility that parents entrust to the school by remaining on school premises and staying with assigned groups in school sponsored activities or on school sponsored trips.
- Respect all class rules developed by the teacher and the classroom community.
- Respect all rules in the cafeteria (e.g., cooperate with lunchroom aides, sit properly in seat, respect other students' space and food, refrain from throwing food, clean personal table and floor area when finished, etc.)
- Respect all playground rules (e.g., cooperate with playground aides, play in a respectful manner, engage in good sportsmanship, defuse confrontations, respect playground materials or equipment, refrain from littering).
- Respect the rules instituted for the use of electronic devices.
- Respect school policy by dressing in accordance with the dress code.
- Respect school policy by refraining from chewing gum.

Discipline Policies and Procedures

The reality of life, of course, is that expectations are not always met. In order to encourage and challenge our students to strive toward those expectations, we develop discipline policies and procedures. The focus of these disciplinary procedures will be, in all cases, to counsel students and improve behavior.

At St. Benedict School, the classroom teacher has the primary responsibility for maintaining discipline. Classroom and school rules are discussed with the students and posted in appropriate areas. In addition, lunchroom and playground aides have the primary responsibility for their respective areas.

Specific discipline policies and procedures will be discussed with students during the first week of school. Teachers will highlight policies and procedures during "Back to School Night."

General information follows:

Lunch/Recess Detention may be assigned by a teacher on any day of the week. Students assigned to this detention report to a designated, supervised area during recess or for the full lunch period, depending on the situation. Teachers will send home a note indicating that the student has been or will be assigned to the lunch/recess detention room. Offenses that merit this level of consequence generally apply to classroom rules and policies.

After School Detention may be assigned for repeated infractions of school or classroom rules. Parents will be notified at least one day in advance of the detention, and parents must make arrangements to have the child picked up at 3:30 p.m., or pay to have the child go to EDP after the detention. In general, ASD will be assigned after three lunch/recess detentions. After school activities will not be accepted as a reason to change the date of the detention.

In-School Suspension is a suspension where the student is removed from the regular classroom and is required to do school work. It is considered a serious consequence for behavior choices that are not acceptable or patterns of behavior that are not acceptable. In-school suspension extends to all extracurricular activities.

Out-of-School Suspension is a formal suspension and a major step toward possible dismissal. This suspension extends to all extracurricular activities. Following the suspension, the student will be readmitted to school only after a conference with the parents. Parents will sign a formal agreement in which they signify their understanding of the problem and agree to follow the school's recommendation to correct student behavior.

Expulsion is "viewed as a radical action at which point the Catholic school is saying either that the student's interests would be better served in another environment, or that the individual's behavior is a serious threat to the school community, or both. The pastor and principal with the permission of the Superintendent may deem it necessary to dismiss a student." (Diocesan Policy 5114.4)

When an action taken by a student appears to constitute a potential case for expulsion, the child will be removed from the school environment until the principal and the pastor consult with the Diocesan Office of Education.

Any expulsion would be effective upon the principal's reception of the written approval of the Superintendent. In all cases involving expulsion from a Catholic school, the parents of the student will be notified as soon as possible. An appointment shall be mutually arranged for the school administrator(s), parent(s), and student to confer.

Situations may arise in which expulsion may be merited. While it is not possible to enumerate all cases that could arise, several categories of cases are listed here for guidance. Other problems of equal seriousness may arise and will be treated similarly by the principal.

- a. Three suspensions in an academic year.
- b. Incurability.
- c. Delinquency or immorality that constitutes a definite menace to the morals of other students.
- d. Lack of cooperation on the part of parents or students regarding discipline procedures.
- e. Behavioral or psychological problems that make it impossible for a child to grow in a disciplined atmosphere.
- f. Possession of a weapon.

- g. Continued defiance of authority.
- h. Continued disobedience.
- i. Physical assault.
- j. Extortion.
- k. Arson.
- l. Gross disorder.
- m. Grave destruction or defacing of school property.
- n. Possession of and/or trafficking in controlled substances, including drugs, alcohol, cigarettes, and vaping devices on school property, buses, and at any school related function.
- o. Criminal activity, including criminal charges or indictment.
- p. Possession of and/or trafficking in pornographic materials.

Bullying/Cyberbullying

St. Benedict School subscribes to the Diocese of Trenton, Department of Catholic Schools, Policy #5050.6. This policy states, "A safe and civil environment is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying/cyberbullying (using technology to bully such as but not limited to: posting an inappropriate picture of a student on the Internet) and other violent behaviors will not be tolerated in a school environment.

St. Benedict School prohibits harassment, intimidation, or bullying of a student or students by another student or students on school property, at school-sponsored functions, on school buses, or off school grounds.

As defined by the law:

Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a cell phone or computer.

Following from this policy, let it be clearly understood that SBS students will be held expressly accountable for any posting transmitted through a social media outlet (such as Instagram, Snapchat, or texting). Furthermore, St. Benedict School will hold the parents of the student responsible for the actions of their child. If parents allow their child to have access to any type of social media, we will hold the parents responsible for monitoring all communications posted or texted by the child. We will accept no excuses ("didn't mean it," "was only fooling around," "somebody else used my account," etc.) for harassment, intimidation, bullying, or language unbecoming an SBS student. Passing on an inappropriate posting will be considered equally egregious.

All school employees are required to report such incidents to the principal on the same day that the employee witnessed or received reliable information regarding any such incident. The verbal report will be followed by a written report. The school social worker will serve as the principal's designee in investigating reports from staff or students. The investigation will be completed as soon as possible. The principal or social worker will inform the parents of all students involved in the alleged incident.

Based on the results of the investigation, the principal will take appropriate action including, but not limited to, requiring parents to obtain counseling for their child, imposing disciplinary measures, and placing the student on probation. Additionally, a report may be forwarded to the school safety officer at the Holmdel Police Department. Any student who engages in this behavior may be asked to

leave the school environment if this is seen to be in the best interest of the rest of the school community. All instances of harassment, intimidation, or bullying will be dealt with in line with the philosophy of our Discipline policy and our expectations for student behavior. (Please refer to Addendum 3 regarding our Sexual Harassment Policies and Procedures.) Cyber bullying is taken very seriously at St. Benedict School and may result in an out of school suspension of varying lengths.

Finally, let it be clearly understood that any retaliation toward a student who comes forward to report harassment, intimidation, or bullying directed at him/her or another student will result in an immediate In-School Suspension for the student or students perpetrating the retaliation.

Rights of the Principal

The principal reserves the right to determine the seriousness of student behavior. The principal will also determine if certain cases of misconduct require stronger measures or police notification. The principal may waive any disciplinary rule for just cause at her discretion. When an action by a student appears to constitute a potential case for expulsion, the principal will notify the pastor and the superintendent of Catholic Schools. The school will then follow the guidelines issued by the Department of Catholic Schools, Diocese of Trenton.

Rights of the School

A positive and constructive working relationship between St. Benedict School and the student is essential to the fulfillment of the School's educational purpose. Therefore, the School reserves the right, in its sole discretion, to request withdrawal or suspension of a student, or deny enrollment or re-enrollment of a student if (i) a student's behavior or performance demonstrates an unwillingness or inability to be productive within the School community; (ii) a student, parent, guardian or other individual closely associated with a student fails to cooperate with the School or disregards or is unable to abide by the rules and regulations of the School; or (iii) the School determines that the continued involvement of a parent or guardian with the School is not in the best interests of a student or the School.

DISMISSAL

If it is absolutely necessary to request an early dismissal, please follow this procedure:

1. Any change in dismissal plans should be sent in writing at the beginning of the school day to the teacher.
2. If it is absolutely unavoidable that a student be picked up early, pick up must be made by 1:45 p.m.
3. **No early dismissals will be allowed after 1:45 p.m.** From then on, all students must wait to exit the building with the car riders.

Change in Mode of Transportation: Any change in a student's mode of transportation at dismissal must be noted in writing. Parents should send in a note with the student at the beginning of the day. If circumstances change during the course of the day, you must complete the *Transportation Changes Form*. Timely communication of this information reduces the chance of errors at dismissal. If there is a question about whether a student should go by bus or not, we will always err on the side of caution and keep the student here at school.

Bus dismissal begins at approximately 2:15 p.m. on full days and 12:15 p.m. on half days. Students board buses in front and back of the school and buses exit onto Hillcrest or Bethany Road.

Car riders and walkers are dismissed immediately after bus students. Realistically, since they are dismissed following the bus riders, car riders and walkers begin leaving the building by 2:20 p.m. on full days and 12:20 p.m. on half days. Drivers must adhere to the following procedure:

1. Enter the parking lot by way of the Hillcrest Road entrance.
2. Meet students in the courtyard between the Church and the School.
3. Leave the parking area by driving away from the school to the Hillcrest Road exit.
4. Between 2 p.m. and 2:30 p.m. do not drive in the lane in front of the school.

Late Pick-up: Students not met at the 12:15 p.m./2:15 p.m. dismissal will be sent to EDP. Parents will be required to assume any costs incurred for this service.

DRESS CODE

Unless otherwise notified, all students must be in uniform from the first to the last day of school.

Your school uniform signifies that you are a member of the SBS community and confirms your attendance at the school. The uniform reduces non-academic distractions and minimizes the difference in socioeconomic status between peers. It is important that you take

pride in your appearance by wearing your complete uniform and always representing St. Benedict School with honor, both within the school and out in the community.

- Your child's name and class must be placed on the inside of all apparel.
- Personal cleanliness and neatness in appearance are demanded at all times. Parents must insure that their children have clean, neatly arranged hair. Hair color must be natural looking.
- Acceptable length for boys' hair: No longer than collar length in the back, no longer than the eyebrows on the forehead, no longer than the ears on the side. For boys whose hair grows out rather than down, hair length should be no more than two inches uncurled.
- Girls' hair should be no longer than the eyebrows on the forehead.
- No make-up may be worn. Only clear nail polish is permitted for K - 5. A pale nail polish or French manicure is allowed for grades 6-8.
- Girls may wear one pair of small post or hoop (no more than a half-inch in diameter) earrings. Boys may not wear earrings.
- Boys and girls may wear no more than one ring on each hand. Boys and girls may wear a watch.
- Students may wear one support bracelet or one friendship bracelet.
- A religious medal may be worn inside the knit shirt, oxford shirt, or turtleneck.
- No jewelry of any other kind may be worn to school.
- During extreme wintry conditions, girls may wear leggings or sweatpants under their jumpers/kilts but these must be removed in homeroom.
- Non-uniform sweaters or sweatshirts are not permitted to be worn during the school day.
- Administration, at any time, can deem attire or personal appearance inappropriate and require students to change and/or

Dress Down Days

- The following are not permitted: halter-tops, exposed midriffs, spaghetti-strap tank tops (unless worn with a sweater), any top that exposes cleavage, off the shoulder tops, torn, sheer or ripped clothing of any kind, offensive logos, any writing across the posterior area, short-shorts, and yoga pants, stretch pants, or leggings (unless covered by a tunic-length shirt).
- Low rise pants require a top long enough to meet the top of the pants even when the student bends over. Skirt length must adhere to the uniform standard, i.e., no more than 3 inches above the top of the knee--front and back. Shorts should be no more than 4 inches above the knee.
- As a matter of safety, flip-flops and sandals are not allowed. Since it is impossible to anticipate every particular, the administration reserves the right to judge the appropriateness of any student's style of dress.
- **Any student who comes to school dressed inappropriately will forfeit the dress down privilege for the remainder of the year, and parents will be called to bring in the uniform so that the student can change clothes before returning to class.**

Approved Uniform

BOYS	GIRLS
<u>Fall and Spring</u>	<u>Fall and Spring</u>
<p><u>Grades K-8 Options:</u></p> <ul style="list-style-type: none"> · Khaki uniform pants or walking shorts (worn at waist) · White oxford short-sleeve shirt · White knit short-sleeve polo · Navy long or short-sleeve polo · Navy pullover sweater or vest · Navy, khaki, or white crew socks · Black or brown belt (except Kindergarten) · Uniform shoes-specified below Note; must be worn with pants · Sneakers worn with shorts (with no-shows, quarter, or crew socks) <p>*Shirts must be tucked into the pants or shorts except for kindergarten.</p> <p>* 8th Graders may wear the "Class of 2020" Fleeeces may be worn as part of the standard uniform. "Class of 2020" hooded sweatshirts can only be worn on gym days.</p>	<p><u>Grades K-8 Options:</u></p> <p>Grades K-4 only: Khaki plaid uniform jumper (worn no shorter than 3 in. above kneecap)</p> <p>Grades 5-8 only: Khaki plaid kilt (worn no shorter than 3 in. above the kneecap--front and back)</p> <p>Grades K-5 only: Khaki skort (worn no shorter than 4 in. above kneecap)</p> <p>Grades K-8:</p> <ul style="list-style-type: none"> · Khaki uniform pants · Khaki walking shorts (worn no shorter than 4 in. above kneecap) · White oxford short-sleeve shirt (worn inside pants, shorts, skort) · White/Navy banded-waist short sleeve polo · Navy short or long-sleeve polo (worn inside pants, shorts, skort) · Navy cardigan sweater or vest · Navy, white, khaki crew or knee socks · Uniform shoes --specified below- (with crew or knee socks)--worn with jumper or pants · Sneakers (with no-shows, quarter socks, crew or knee socks)--worn with shorts or skorts · Brown or black belt with pants or shorts (except Kindergarten)

<p style="text-align: center;"><u>WINTER</u></p> <p>Grades K-5 Options:</p> <ul style="list-style-type: none"> · Khaki uniform pants (worn at waist) · White or blue oxford long or short-sleeve shirt · White turtleneck shirt · Navy long-sleeve uniform polo · Navy pullover sweater or vest (mandatory with oxford or turtleneck) · Uniform tie optional · Navy, khaki, or white crew socks · Brown or black belt (except K) · Uniform shoes-specified below <p>*Shirts must be tucked into the pants except for kindergarten.</p> <p>Grades 6-8 Options:</p> <ul style="list-style-type: none"> · Khaki uniform pants (worn at waist) · White or Blue oxford shirt (long sleeve) · Uniform tie mandatory (navy or navy striped) · Navy pullover sweater or vest (optional) · Navy, khaki, or white crew socks · Brown or black belt · Uniform shoes-specified below <p>*Shirts must be tucked into the pants</p> <p>* 8th Graders may wear the “Class of 2020” Fleece as part of the standard uniform in appropriate weather. The fleeces must be clean and teachers may ask for them to be removed at any time. “Class of 2020” hooded sweatshirts can only be worn on gym days.</p>	<p style="text-align: center;"><u>WINTER</u></p> <p>Grades K-8 Options:</p> <p>Grades K-4 only: Khaki plaid uniform jumper (worn no shorter than 3 in. above kneecap)</p> <p>Grades 5-8 only: Khaki plaid kilt (worn no shorter than 3 in. above the kneecap--front and back)</p> <p>Grades K-5:</p> <ul style="list-style-type: none"> · Khaki uniform pants · White oxford long or short-sleeve shirt (worn inside with pants and kilt) · Navy long-sleeve polo (worn inside with pants and kilt) · White turtleneck (worn inside with pants and kilt) · Navy cardigan sweater or vest (mandatory for oxford or turtleneck with jumper and pants) · Navy knee socks or tights (with jumper) · Navy, khaki, white crew socks (with pants) · Uniform shoes- specified below <p>Grades 6-8:</p> <ul style="list-style-type: none"> · Khaki uniform pants · White oxford shirt (long sleeve) · Uniform tie optional (navy or navy striped) · Navy cardigan sweater, pullover or vest · Navy knee socks or tights (with jumper) · Navy, khaki, white crew socks (with pants) · Uniform shoes- specified below · St. Benedict Blazer (Optional) <p>* 8th Graders may wear the “Class of 2020” Fleece as part of the standard uniform in appropriate weather. The fleeces must be clean and teachers may ask for them to be removed at any time. “Class of 2020” hooded sweatshirts can only be worn on gym days.</p>
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GYM UNIFORM FOR BOYS AND GIRLS	UNIFORM SHOES FOR BOYS AND GIRLS
<p><u>Fall and Spring:</u></p> <ul style="list-style-type: none"> ● SBS t-shirt with logo ● Navy uniform twill shorts worn at the waist ● SBS sweatshirt ● Sweatpants (optional) ● White no-shows, quarter socks, or crew socks ● Sneakers (laced and tied at all times) <p><u>Winter:</u></p> <ul style="list-style-type: none"> ● SBS t-shirt with logo ● SBS sweatshirt and sweatpants ● White no-shows, quarter socks, or crew socks ● Sneakers (laced and tied at all times) 	<p><u>Options for all students (K-8):</u></p> <ul style="list-style-type: none"> ● Tan nubucks: Tie shoes; tan nubuck upper; red non-marking soles ● Brown or Black Oxfords: Tie shoes; brown or black leather uppers; brown or black traction-style non-marking soles (laced at all times) <p><u>Additional option for Girls in Grades K – 4:</u> Single Strap Buckle Shoe: Plain navy blue leather upper; non-marking sole</p> <p><u>Additional option for Boys in Grades K – 4:</u> Velcro Strap (please note that this shoe is not a sneaker): Black leather upper; non-marking sole</p> <p><u>Addition option for Grade 8 only:</u> Sperry-like boat shoes, non-marking soles, no Sperry sneakers</p>

Reminder

Sneakers may be worn with the Fall Uniform Shorts Option. If your child will be using this option, you may want to delay purchase of school shoes to allow as much time as possible for foot growth. All students must be in school shoes after the Winter Uniform Changeover, which occurs in mid October.

EMERGENCY DRILLS

In compliance with New Jersey State Law, fire and emergency drills are held monthly throughout the school year. Students are instructed on the procedures pertinent to each type of drill. St. Benedict School works closely with the Holmdel Police and Fire Departments. Fire equipment is inspected in accordance with state law requirements.

ENROLLMENT AGREEMENT

Parents must understand that their enrollment agreement is for the entire school year, and agree that the School may require the withdrawal of or dismissal of any student if, in its sole discretion, it concludes that such student's attitude, influence, or behavior does not serve the best interests of the School. Parents must further understand that a positive and constructive working relationship between the School and a student's parents (or guardian) is essential to the fulfillment of the school's mission, and agree that the School may terminate enrollment, or decline to re-enroll a student, if the School, in its sole discretion concludes that the actions or inactions of a parent (or guardian) make a positive and constructive working relationship impossible, or interferes with the School's accomplishment of its mission. Parents must also agree that in accordance with the school's tuition policy, no portion of any tuition, fees, or balance due for a student be either refunded or canceled upon early withdrawal or dismissal of the student. (Please see SBS Tuition Rates and Policy on our website.)

EXTENDED DAY PROGRAM (EDP)

The Extended Day Program (EDP) is established to serve busy families of St. Benedict who desire supplementary day care in the Catholic environment. This program provides care, supervision, recreation, and enrichment activities. The EDP program is open to registered families in the morning at 6:30 A.M. and in the afternoon from 2:15 P.M. to 6:00 P.M. each full school day and from 12:15 P.M. to 6:00 P.M. on scheduled early dismissal days. Our program is planned and organized to provide various activities, which include arts and crafts projects, games and recreation, quiet time and snack time. Outside activities will also be planned. Also, a room will be set aside for homework assignments with re- source materials available. Note: Any change in a child's EDP schedule (daily or long term) must be sent in writing to the homeroom teacher.

EXTRACURRICULAR PROGRAMS

Clubs and activities include: yearbook, chess, choir, drama, student council, altar servers, band, service and academic clubs.

Athletic programs include: cheerleading, cross-country, girls soccer, boys soccer, girls basketball, boys basketball, baseball, soft- ball track and field, and intramural basketball.

Participation in extracurricular activities is a privilege that may be revoked by the principal for academic and/or behavioral reasons.

Participation requires the following:

- A passing report card grade in all major subjects (Religion, Integrated Language Arts, Mathematics, Social Studies, and Science).
- A satisfactory conduct/behavior report card grade in ALL subject areas.

Failure to meet the above mentioned requirements may result in suspension from the program for a period of time determined by the principal in conjunction with the teacher. At the end of that time-out period, the principal in conjunction with the teacher(s) will decide if the student may be reinstated.

Announcements, emails, newsletters, and postings on bulletin boards and the school website are used to inform students of starting dates/times and procedures to be followed regarding extracurricular activities.

Absence from school, except for extenuating circumstances approved by the principal, excludes a student from practices or games.

FINANCIAL COMMITMENTS

Parents must agree to accept full legal responsibility for their child(ren) and agree to pay in full on the date due all tuition and fees payable with respect to such student. They must further understand that any failure to meet the foregoing obligations may result in the child not being permitted to attend classes and that until all financial obligations with respect to the student have been satisfied in full, the School will have no obligation to transfer credits, grant a diploma, or release interim or end-of-year records or transcripts. Additionally, the School reserves the right to use collection agencies and other legal means to collect unpaid tuitions.

If unexpected difficulties arise, parents should contact the tuition bookkeeper to discuss special arrangements. According to Diocesan policy, Catholic schools within the Diocese should not accept a student from another Catholic school unless that student's family has honored all previous financial commitments.

GYMNASIUM POLICY FOR FOOD AND DRINKS

Except during lunch time, food and drinks are not allowed in the gym. This includes EDP, team practices, and games. Water bottles for athletes are the single exception.

HEALTH SERVICES

A registered nurse staffs the nurse's office. In addition to caring for students who become ill or injured during the school day, the nurse also provides the following services: vision/hearing tests; weights/measures; pediculosis screening Grade 8; scoliosis screening Grades 5 – 8; physicals Grades K, 3, 6, new students. The nurse also serves as a resource for staff, students, and parents.

Notices regarding dental exams, immunizations, physical exams, and other health matters are generated through the nurse's office and compliance is required. Students whose inoculations are not up-to-date will be excluded from school, in accordance with state law.

The nurse approves and maintains the file for the physical exams required of all students trying out for athletic teams.

Medication in School: If medication is to be administered by the nurse during school hours, the following guidelines must be followed:

- Students are not allowed to carry medications with them while in school. Medication must be stored in the nurse's office, and the nurse must administer the medication at the proper time.
- All medications, prescribed and over-the-counter, should be brought to school by the parent or guardian in the original, labeled bottle or container.
- A written and signed order from a legal prescriber (physician, dentist or nurse practitioner) must accompany all medications, including prescribed and over-the-counter medicines, i.e. Advil, Tylenol.

Nurse's Information Card

Parents will be notified if a child becomes ill while at school. Reliable phone numbers and the name and reliable phone numbers of two other people who can be called in case of a parent's absence from home or work should be on the Nurse's Information Card. It is the parent's responsibility to keep this information current. Written notification of a change of address or telephone number is to be sent to the nurse's office immediately in order to keep files as current as possible.

HOMEWORK

St. Benedict School recognizes the positive relationship between homework and academic achievement. We are committed to a reasonable and consistent homework policy that fosters the development of self-discipline, time management, and study skills. The nature of homework provides parents an opportunity to become actively involved in their child's education and gives parents insights into the school's philosophy, curriculum, and objectives. Parents are encouraged to insure that a time and place are provided for homework, that necessary materials are available, and that the homework is complete and done to the best of the student's ability. Homework is the province of the individual teacher but the following are general guidelines.

Types of Homework:

Preparation	Homework that is assigned before the classroom lesson.
Practice	Homework that is assigned after the skill or concept is taught.
Extension	Homework that is assigned to see if a student can transfer an idea or skill to a new or different situation and/or homework that is assigned for putting together concepts and skills in new and different ways.

Guidelines

- 1) Students are required to complete their work neatly and on time.
- 2) Students are required to keep an assignment pad to assist them in remembering their tasks.
- 3) If there are legitimate extenuating circumstances that prevent a student from completing an assignment, the student should consult with the teacher as to how the homework should be made up.
- 4) Homework assignments missed due to an absence are the student's responsibility. The student should find out what has been missed and complete the assignments as soon as possible. A student will generally have as many days as he/she was absent to complete the work.

- 5) Unless specifically directed by a teacher to do so, a student may not call home for forgotten work.

HONEYWELL INSTANT ALERT SYSTEM

This system disseminates important information to parents within minutes of the broadcast of the information. The school office registers school families for the Instant Alert system. Parents then log onto the Instant Alert website, designate a password, and create an individual profile that allows them to customize the devices (home phone, cell phone, work phone, pager, PDA, email account, emergency contacts' phone numbers, etc.) through which they wish to be contacted for each level of alert:

- *High Importance* – Situations of an emergent nature, e.g., weather-related closings or delays
- *School Information* – Non-emergency information, e.g., reminders about dress down days
- *Transportation* – Non-emergency bus information, e.g., change of schedule for certain buses at dismissal on several days the following week
- *Activities* – Reminders about special events or changes in future scheduled events
- *General* – Non-emergency information relating to the school community at large

The Instant Alert system allows parents to designate as many devices as they wish for each level of alert. To create or revise your profile, please see the "Parent User Interface" instructions in the Addenda.

Important Note: Please **do not** call the school office when you see the school number on your caller ID—listen first to the Instant Alert voicemail containing pertinent information. Panicking and jamming the school phones completely defeats the purpose of the Instant Alert.

HONOR ROLL

Honor roll awards begin in 5th grade. Following are the criteria:

High Honors

Grades 6 – 8: An overall average of 95 in the five major subjects with no mark under 90; #3—Good (or better) in all Specials; S—Satisfactory in Conduct

Grade 5: All A's in the major subjects; #3—Good (or better) in all Specials; S—Satisfactory in Conduct

Honors

Grades 6 – 8: An overall average of 90 in the five major subjects with no mark under 85; #3—Good (or better) in all Specials; S—Satisfactory in Conduct

Grade 5: Combination of A's and B's in the major subjects--at least three A's; #2—Satisfactory (or better) in all Specials; S—Satisfactory in Conduct

LATENESS POLICY

Students who enter the building after the 8:00 a.m. bell will be marked late. Students should arrive at school no later than 7:55 a.m. so that they can walk to their homerooms, unpack, and take their seats by 8:00 a.m. Students who arrive after 8:00 a.m. must be accompanied into the building by a parent who will sign the student in.

Chronic lateness (5 or more tardies per trimester) will be considered a serious matter. Lateness is a trait that is not viewed positively in high school, college, or the workplace; elementary school is a good time to develop instead a pattern of chronic promptness.

Distance from school will not be considered as a valid excuse for lateness. In some cases, a sibling may feel that he/she has grounds for "extenuating circumstances" because it is another sibling who makes the car late, but that will not be judged a valid excuse. In those instances, families must make a point to work together to insure that everyone arrives on time.

Consequences for lateness:

Grades 1 - 8

Five instances of lateness per trimester will warrant an after school detention. The homeroom teacher is responsible for tracking late-ness. Upon the fourth lateness, the homeroom teacher will contact the parents by email or written note to provide a final warning. The next time a lateness occurs during that same trimester, after school detention will be assigned. Any subsequent lateness during that same trimester will result in an additional detention.

Kindergarten: The lateness policy does not apply to Kindergarten students. The Kindergarten teachers will address issues of lateness directly with a student's parents.

PARENT ORGANIZATIONS

Parent-Teacher Association (PTA): The education of your child involves a cooperative enterprise between home and school. You are urged to contribute your suggestions and viewpoints concerning the educational needs of your child. The best way to do this is to become an active member of the PTA. The PTA is the parent forum where parents can present concerns. Meeting dates are included in the school calendar. There is one teacher representative on the Board. PTA dues are included with the tuition bill.

Arts Association (ARTS): Fostering the arts (visual, musical, dramatic) among the students of SBS is the primary focus of this organization. All parents are welcome to participate in this effort. Meeting dates are included in the school calendar.

Athletic Association (AA): This organization is composed of an Executive Board, athletic team coaches, parents of students involved with the athletic programs, and other interested parents. The Athletic Association organizes and implements the sports program and conducts fund raising activities to support the program. Meeting dates are included in the school calendar.

GRACE (Growing Access to Catholic Education): This organization is guided by an Executive Board and membership is extended to all parents who have children with special needs. Its purpose is to support and advocate for services and programs for students with special needs.

PARENTAL CUSTODY

In situations of separation or divorce, the school office must be informed of custodial arrangements at the beginning of the school year when information data is gathered. If the court extends or limits the rights of either parent, there should be a valid court order of entry specifying these extensions or limitations. A parent (custodial or non-custodial) should produce a valid certified copy of such an order to the principal if the parent is seeking a right outside the usual rights. It is the parent's duty to inform the school of a separation or any applicable court order.

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), non-custodial parents have the same rights of access to student records as custodial parents, unless there is a court order to the contrary. Non-custodial parents may keep abreast of school programs and receive copies of their children's grades by requesting in writing that progress information be sent to them.

PETS

Although we appreciate that pets can be a very important part of a family's life, we do prohibit them on school grounds during school hours unless the pet is secured within your vehicle.

REPORTING STUDENT PROGRESS

Progress Reports: Interim reports for students in grades K to 2 will be sent home mid-way through each trimester; the dates are listed on the school calendar. Aside from these scheduled progress reports, teachers may send reports at other times to inform parents if students are experiencing difficulties or if improvement has occurred.

Parent Portal: Parents of students in grades 3 to 8 have access to their children's progress through the "Parent Portal" system which allows parents to view their children's grades at any time.

Report Cards will be distributed three times a year as indicated on the school calendar. Grades are based on the average for the marking period. The final grade is based on the average for the three trimesters. The criteria for determining grades include, but are not limited to, class participation, homework, class assignments, quizzes, tests, projects.

Grading System: St. Benedict School uses the Diocesan grading system for Grades K-8. The primary grades have report cards based on developmental principles. Grades 3 – 5 use letter grades. Grades 6 – 8 use numerical averages.

Parent – Teacher Conferences: The formal parent-teacher conferences are scheduled in November. These conferences are time restricted. If parents feel more time is needed, please remember that conferences may be scheduled at any time during the year at the request of the teacher or parent. Parents may request a conference by calling the main office. If a parent wishes to arrange a phone conference, please call the main office or send in a note to that effect. Please remember to include a phone number, the best times for you to be reached, and the nature of the concern.

Promotion and Retention: In order to progress to the next grade level, students must have satisfactorily passed all major subjects. Students who have not made satisfactory progress in one or two subjects are required to attend a summer remediation program. Arrangements for such a program are the responsibility of the parents. In order to return to SBS a student must successfully complete the program and receive a passing grade. The student will then be placed on academic probation for the first marking period of the new school year. No more than two subjects may be taken in a summer program. Students who have not made satisfactory progress in three or more subjects may be considered for retention or withdrawal.

SCHOOL CLOSINGS

Closing or Delayed Opening: It may be necessary to close school for the full day, or delay the opening of school as a result of inclement weather or some other reason. All school families are automatically registered on the Honeywell Instant Alert system, but

all school families are responsible for setting up their profiles (please see directions located in the Handbook Addenda). The Instant Alert System notifies parents within minutes of the decision to close or delay. Specific information regarding bus transportation will also be available through the Instant Alert system. Secondary sources for this information include: the school website, radio station NJ 101.5, website www.nj1015.com, cable station News 12, and the phone message on the school's voicemail. Rarely, but occasionally, SBS will have school when one of the sending districts does not. Families who use bus transportation can also check their public school district to determine whether or not buses will be available.

Early Closing: Should the weather or other factor necessitate an early closing, parents will be notified through the Honeywell Instant Alert system. Dismissal on these days is usually 12:15 p.m. (although that time may vary as a result of decisions made by the various sending districts and bus companies). In order to make the best of what is always a difficult situation, parents are urged not to arrive before that time to sign out students. Also, please **do not** call the school office when you see the school number on your caller ID—listen first to the Instant Alert voicemail containing pertinent information. Panicking and jamming the school phones completely defeats the purpose of the Instant Alert.

SCHOOL HOURS

Three different time schedules will be in effect during the school year:

- Regular School Day: 8:00 a.m. – 2:15 p.m.
- Early Dismissal Session: 8:00 a.m. – 12:15 p.m.
- Delayed Opening: 10:00 a.m. – 2:15 p.m.

Lunch is not served on half days, but snacks may be brought in from home for the scheduled snack break.

STANDARDIZED TESTING

The Renaissance Star 360 Assessment is given annually to students in Grades 2 – 8. This testing will take place in three times a year (see School Calendar for dates) and is designed to follow a student's growth from year to year. The results of this testing are valuable because they provide useful information in evaluating students' progress and in realigning the curriculum. Vacations should not be planned during standardized tests.

STUDENT ACCIDENT INSURANCE

All students are enrolled in the Student Accident Insurance Program for the Diocese of Trenton. The cost of this insurance is included in the book/school fees bill. This program is an excess plan, meaning the parent's/guardian's coverage is primary in the event of a claim. Claim forms are available in the Nurse's Office.

TRAFFIC SAFETY

Please note the following regarding Traffic Safety:

- Cars must enter and exit by way of Hillcrest Road. The Bethany Road entrance is for buses only.
- Vehicles may not cross the center lane (yellow/white diagonal lines). This is a student walkway.
- Cones will mark "no parking area" adjacent to the student walkway. **No parking or stopping** in handicapped area unless applicable license permits.
- Speed limit on grounds is 5 MPH.
- At dismissal, cars must park in the designated parking area, not in the roadway next to the Pastor's house.

TRANSFER STUDENTS

Parents of students who are withdrawing from St. Benedict School should inform the school office in writing and sign a withdrawal form as soon as this is determined to give necessary time for completion of school records. The parent must sign a record release form so that records can be sent to the new school upon request of that school's principal.

UNIFORM SWAP

The PTA maintains a "Uniform Swap" located in the PTA closet in the school foyer area. School parents are encouraged to contribute usable uniform pieces that they are no longer using. These items can be dropped off at any time and placed in the large bucket located in the closet. Conversely, any parent may check the bins located on the shelves in the closet and take any items of clothing that they can use. (Please note that it is not necessary to contribute an item to take an item.)

VISITORS

The safety and welfare of our students is our primary concern. Therefore school office personnel will unlock the front door for all visitors to the school. Visitors are then required to report to the main office window upon arrival for authorization to visit. Once approval is given, the visitors must sign in and pick up a "Visitor's Pass." No one is permitted near classrooms while school is in session without authorization. If it is necessary to bring articles of clothing, lunches, etc. to school during the day, they should be brought in to the window in the main office.

VOLUNTEERS

Anyone who wishes to volunteer to work with students in any capacity (class parents, lunch or playground aides, coaches, chaperones, etc.) must be in compliance with the Safe Environment Policy of the Diocese of Trenton and the parish of St. Benedict Catholic Church and School (see Addenda):

- 1) Pick up a Safe Environment packet from the school office.
- 2) Fill in all information.
- 3) Make arrangements for a background check (fingerprinting). Fee will be reimbursed.
- 4) Register for a VIRTUS class. Available classes are noted online at www.virtus.org.
- 5) Submit a copy of your approval letter from the background check and the VIRTUS certificate to the school office.
(Please note: We do not receive the approval letter; you do.)
- 6) Wear the SBS identification badge that you will receive upon completion of the process.

RIGHT TO AMEND

The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

Addendum #1

Instructions for Honeywell Instant Alert

- 1.) The *School Office* automatically enrolls all school families in the Instant Alert System under the home phone number.
- 2.) *Parents* are responsible for setting up individual family profiles according to the instructions that follow.
- 3.) Since the Instant Alert System is designed to facilitate communication during emergency situations, we respectfully request that parents not panic if you see the school phone number on your caller ID. Please take time to listen to the call or voicemail. If you see the school phone number and immediately call the school office, you will defeat the whole purpose of the system.
- 4.) *Explanation of Alerts*
 - o *High Importance* – Situations of an emergent nature, e.g., weather-related closings or delays
 - o *School Information* – Non-emergency information, e.g., reminders about dress down days
 - o *Transportation* – Non-emergency bus information, e.g., change of schedule for certain buses at dismissal on several days the following week
 - o *Activities* – Reminders about special events or changes in future scheduled events
 - o *General* – Non-emergency information relating to the school community at large

Setting Up the Family Profile

Website URL: <https://instantalert.honeywell.com>

Create your account (For users new to the system; users enrolled last year simply enter login and password)

1. Go to the Honeywell Instant Alert for Schools website, listed above.
2. Click on “Parent” in the New User box.
3. Complete the student information form. Click “Submit.”
4. Complete the corresponding screen. Click “Submit.”
5. After receiving the Confirmation message, click “Proceed” to get started with Instant Alert.
6. Note: Record your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

- Upon successful login, click on “My Family.”
- Click on a parent name to view and edit parent details.
- Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself

1. Click on “Alert Setup.”
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on “Save” when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on “Add.”
4. For e-mail, text messaging and pagers you may send yourself a test message. Click on “Send Test Message” to send yourself a message.

View History of Alerts

Click on “Alert History” to view Alerts that have been sent to you. Use the calendar icons and “Alert Type” list to filter the Alerts.

Identify key contacts for your children

1. Click on “Other Contacts.”
2. Click on “Add New Contact” and complete the form.
3. Click on the “Pick Up Rights” check box if you wish to allow this person the right to pick up your child from school. The person’s name will appear on a report for the school.
4. Click on “Save” when complete.
5. If you would like this person to receive Alerts from the school, return to the “Alert Setup” page to configure this person’s alert settings.

Addendum #2

St. Benedict Church and School Safe Environment Policy

Policy Statement

As part of our continuing ministry to create a safe environment for our children and to meet the requirements as set forth by the United States Conference of Catholic Bishops and the Diocese of Trenton, the following policy will be administered at St. Benedict Catholic Church and School effective immediately. **All adults who work with, or are in contact with children under the age of 18 in any capacity must attend VIRTUS training. Additionally, Diocesan Policy mandates a New Jersey Department of Education (NJ-DOE) criminal history background check for all paid school employees, named volunteers (see list) and third-party vendors who during the course of their work or volunteer activity at any Diocesan entity have direct contact with minors. Diocesan background checks are mandated for all Parish employees and Parish volunteers.**

Background checks will be obtained through fingerprint analysis conducted by the New Jersey State Police and the Federal Bureau of Investigation. Fingerprints will be taken by MorphoTrak. The program will be administered by the Diocesan Office of Child & Youth Protection, The Office of Catholic Schools, and coordinated on the local level by designated diocesan, parish and school representatives. The policy provides that persons who were convicted of, or plead guilty to, crimes and offenses involving sexual misconduct or physical violence will not be permitted to work with, or volunteer in the presence of minors. Persons who were convicted of, or plead guilty to, lesser crimes and offenses cannot work with, or volunteer in the presence of, minors unless express written permission is given by the Diocese after an investigation into the facts surrounding the conviction or plea. The same holds true for persons who are charged with committing a crime, but were not convicted or did not plead guilty. All investigations will be implemented by The Office of Catholic Schools, the Director of Child & Youth Protection and the Chief Administrative Officer of the Diocese of Trenton.

What is VIRTUS Training?

VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "right doing" within religious organizations. The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church. The *Protecting God's Children* program, presented by The National Catholic Risk Retention Group, Inc., is a child sexual abuse awareness session for adults. It is a risk management program which emphasizes increasing public awareness about child sexual abuse, and providing adults with the knowledge and tools they need to help prevent and, if necessary, to respond appropriately to child sexual abuse.

MorphoTrak applies more than 20 years of global experience in biometric identification technology to deliver trusted and reliable biometric products that address markets including law enforcement, Federal Government, Homeland Security, driver's licenses, civil identification, applicant background checks as well as consumer and commercial products.

Additional Information

It is the sole responsibility of the employee or volunteer to register for, attend and complete the paperwork associated with a VIRTUS training session and New Applicant Appointment with MorphoTrak.

No person will be allowed to continue in their ministry if they are not in compliance with the *Safe Environment Policy* set forth herein. If you are an employee, school parent, parish volunteer or third party vendor who has contact with children under the age of 18 at St. Benedict, you **MUST** be in compliance with all background check and VIRTUS requirements before you can continue in any capacity within the church or school. We hope that those involved with the youth of our school and parish will choose to view these requirements not as a personal affront, but as a way in which St. Benedict Church and School demonstrates its desire to protect our children and honor the trust parents place in us.

To Whom Does This Policy Apply?

As previously stated, Diocesan policy mandates VIRTUS training and criminal history background checks for *all school employees, named school volunteers (see list), third-party vendors and parish volunteers who during the course of their work or volunteer activity at any Diocesan entity have direct ongoing contact with minors.* The list of those to whom the policy applies (with appropriate background check process) includes, but is not limited to, the following:

- SBS Administrative Staff (NJDOE)
- SBS Teachers and Class Aides (NJDOE)

- SBS Substitute Teachers or Class Aides (NJDOE)
- SBS Nurse (NJDOE)
- SBS Substitute Nurses (NJDOE)
- SB Facilities
- Manager (NJDOE)
- SBS IT Manager (NJDOE)
- SBS Custodial Staff (NJDOE)
- SBS Cafeteria Workers (NJDOE)
- SBS Playground Aides/Monitors (NJDOE)
- SBS Coaching Staff and Assistant Coaching Staff (NJDOE)
- SBS Class Parents/Trip Chaperones (NJDOE)
- SBS Tuition/Extended Day Program Bookkeeper (NJDOE)
- SB Business Administrator (Diocesan)
- SB Religious Education Director, Teachers, Class Aides, Hall Monitors, and Administrative Staff (Diocesan)
- SB Youth Minister & all Adult CYO Board Members (Diocesan)
- SB Children's' Liturgy Program Teachers and Aides (Diocesan)

Third Party Vendors who use St Benedict facilities must provide proof of background check from their affiliated organization to the School Office including but not limited to: Girl Scouts of the USA, Boy Scouts of America, Music Instruction, Monmouth-Ocean Educational Services Commission personnel.

How Does the Background Check Process Work?

The Diocese of Trenton's Office of Child and Youth Protection and The Office of Catholic Schools manages all background checks. If an individual's background check is returned with a disqualifier by either the state or the federal authorities, said person must cease all work with minors at St. Benedict Church and School immediately, without exception.

MorphoTrak or The NJ Department of Education will notify Diocesan officials of all rejected background checks; the Pastor of St. Benedict or the School Principal will then be notified by the Diocese in writing, and they in turn will notify the individual. It is the sole responsibility of the affected volunteer/employee to respond in one of two ways. The individual will have an opportunity to:

1. Agree in writing that s/he will no longer continue in their ministry at St. Benedict Church and School and will have no contact with children under the age of 18 while on said premises, or
2. File an appeal with the Diocese of Trenton utilizing a process which has been developed for that purpose. The timeframe for this appeal is three months from Pastor/Principal notification.

Please see the attached addendum for a step-by-step overview of the NJDOE fingerprint process.

The MorphoTrak criminal background check may be waived for third party vendors who provide proof that a background check has been completed by their organization within the last 12 months. These vendors must, however, attend VIRTUS training or provide proof of an equivalent program as required by this policy.

How Do I Begin the VIRTUS Training Process?

To register for an upcoming VIRTUS training session in your area, logon to www.VIRTUS.org.

Forms for Completion

The following forms should be filled out in their entirety (as applicable):

1. Volunteer Application
2. Volunteer Code of Conduct
3. Acknowledgement of Application
4. MorphoTrak Universal Fingerprint Form and Overview of the MorphoTrak Fingerprint Process
5. In addition to the above forms, a VIRTUS Certificate of Training Attendance must be submitted to the Parish Office.

Additional Note

Further to the policy it is recommended that long-term projects being conducted at St. Benedict Church and School by third party vendors be reported to the Safe Environment Coordinator so that the project may be monitored throughout its duration. It is recommended that long-term projects involving external vendors be scheduled when children are not present in the building. The Facilities Manager or a designee should oversee all work being done by third party vendors while children are in the building.

Addendum: NJDOE Criminal Background Check Process

(Please note that the Diocese of Trenton Process already in practice will not change)

1. How does a new applicant apply for a Criminal History Record Check?

1. Access the Criminal History Review Unit's Web address to begin the process. The Web address is <http://www.nj.gov/education/educators/crimhist>. Click on "ePayment Criminal History Record Check" and then click on "New Administration Fee Request (Initial Applicants)." Select the position for which you are applying.
2. Complete the On-Line Applicant Authorization and Certification (AA&C) request. The AA&C request consists of 3 steps; Input information and Legal Certification, Payment, and Submit.
3. Obtain a MorphoTrak Universal form from the school office. The codes required to complete the first 8 blocks of the MorphoTrak Universal form will be provided by St Benedict Catholic Church and School.
4. Access the MorphoTrak Web page at <http://www.bioapplicant.com>, schedule a fingerprinting appointment, and submit to LiveScan fingerprinting.
5. When the Criminal History Review is completed, the applicant will receive an approval letter with the blue seal of the State of New Jersey or an Ineligible or Disqualification letter.

NOTE: Detailed instructions for completing the process can be found at <http://www.nj.gov/education/educators/crimhist>. Click on "ePayment Criminal History Record Check Instructions."

2. How does an applicant complete the Archive Process? (This process should only be utilized by employees who have previously been fingerprinted through the NJDOE)

1. The employing entity must authorize the Archive submission.
2. Your most recent Process Control Number (PCN) is required for this process. Your PCN number can be obtained from your previous MorphoTrak receipt or your most recent approval letter with the blue seal of the State of New Jersey.
3. Access the Criminal History Review Unit's Web address to begin the process. The Web address is <http://www.nj.gov/education/educators/crimhist>. Click on "ePayment Criminal History Record Check" and then click on "Archive Application Request (Applicants Previously Fingerprinted And Approved Subsequent to February 2003)." Enter your social security number and click on "continue." Select the position for which you are applying.
4. Complete the On-Line Applicant Authorization and Certification (AA&C) request. The AA&C request consists of three steps: Input Information and Legal Certification, Payment, and Submit.
5. The Applicant is NOT required to go to a site for Live Scan fingerprinting. The Criminal History Review Unit will request the check from MorphoTrak.

NOTE: Individuals who have filed online for the ePayment Criminal History Record Check and failed to print a copy of the receipt may now access the **ePayment Applicant Authorization & Certification (AA&C)**

Receipt Reprint Request located at the same Website cited above and obtain a copy of the receipt for any previously submitted online request. **MorphoTrak (Formally Sagem Morpho)**

3. What is the cost of the LiveScan fingerprinting process for school employment?

The current fee for new applicants for school employment, including nonpublic schools, is \$70.25. There also is a \$10.00 administrative fee that is charged by the Department of Education (DOE) plus a \$1.00 convenience fee charged by the vendor Official Payments Corp. (OPC). All Applicants and employees must submit requests for criminal history record checks, archive submission requests, and duplicate approval letter requests via ePayments on the department Website. **NEW APPLICANTS MUST NOT SCHEDULE AN APPOINTMENT WITH MORPHOTRAK TO BE FINGERPRINTED UNLESS THEY HAVE SUBMITTED THE ONLINE INITIAL APPLICATION REQUEST TO THE CRIMINAL HISTORY REVIEW UNIT.**

4. Is the applicant required to make one or two payments?

Two payments are required for the process. The initial payment must be paid online to DOE with a credit or debit card in the amount of \$10.00 plus \$1.00 convenience fee for OPC. The second payment is payable to MorphoTrak in the amount of \$70.25 in the form of a credit or debit card if scheduling online and by money order if paying at the time of printing. This payment will cover the fee for Morpho-Trak, the State Police, and the Federal Bureau of Investigation.

5. Who is responsible for paying the criminal history background check fees?

The law states that the applicant must be responsible to pay all fees for the criminal history background checks, including any administrative costs. However, the employing educational facility may reimburse the paid applicant for the cost of the printing, including any administrative fees. Applicants may apply for reimbursement through the Parish or School Office, as applicable.

6. How should the applicant schedule their appointment with MorphoTrak?

Following submission of the Authorization, Legal Certification, and Administrative Fee to the DOE, applicants must schedule appointments online by accessing the MorphoTrak Website at the link on the confirmation page. This is the most convenient and quickest way to schedule an appointment. You may also access the MorphoTrak Website at: <http://www.bioapplicant.com/>. Also, English-speaking and Spanish-speaking applicants may call 1-877-503-5981. Hearing impaired applicants should call 1-800-673-0353. The call for hearing impaired must be placed from a telephone that is connected to a modem.

7. Approximately how long is the turn-around time before the applicant is sent to MorphoTrak?

To ensure compliance with state statute, the applicant must file the Authorization, Legal Certification, and Administrative Fee payment online at the department Website. Upon completion of the online process, the applicant may contact MorphoTrak for an appointment to scan the fingerprints. Usually, appointments are available within seven working days.

Addendum #3

School Sexual Harassment Policies & Procedures

Definition: Sexual harassment is unwanted and unwelcomed student behavior that is sexual in nature and causes problems for students at school. The unwelcomed behavior may be verbal, visual, or physical. Since sexual harassment is against the law and should not be ignored, parents, teachers, and staff have the responsibility to instruct students about the ramifications of such behavior.

Following from this definition, conduct that is sexual in nature may include, but is not limited to:

- Comments, notes, or suggestions about engaging in inappropriate behavior
- Derogatory comments or jokes
- Gestures or touching
- Blocking or cornering another person
- Pulling on another person's clothing or grabbing the person inappropriately
- Showing inappropriate interest in someone

Students who engage in behavior that falls under the category of sexual harassment will be clearly informed that the behavior must stop and will be subject to appropriate corrective or disciplinary action. The corrective action may include a parent conference, a letter of apology, or counseling. Disciplinary action will move across a continuum that could range from after school detention to in-school suspension to out of school suspension to expulsion.

Students who have been subjected to verbal, visual, or physical behavior that falls under the category of sexual harassment should take the following steps:

1. Don't ignore the behavior. A student should never accept such behavior as something that he/she must accommodate.
2. Even though it is hard to do, a student should tell the harasser to stop.
3. The student must report what's going on to his/her parent or to any adult staff member with whom he/she feels comfortable talking.
4. Students are always welcome to bring someone with them to help them make their report.
5. The adult staff member will report the incident to the principal and/or school social worker who will investigate the situation.

Once the facts have been established, the principal will make decisions about corrective or disciplinary actions.

Please note: Although this policy specifically addresses "unwanted and unwelcomed" student behavior, similar inappropriate behavior will continue to fall under the general discipline policy outlined on page 10 of the Family Handbook.

Addendum #4

Scrip Tuition Assistance Program

The Scrip Program provides an opportunity for school families to earn a tuition credit by purchasing gift cards for local super markets and retailers. Gift cards from local supermarkets and retailers are available to purchase at face value. You can earn a tuition credit averaging 3%-8% of the card's rate, which will be applied towards next year's tuition. The gift cards can be used to purchase groceries, merchandise, or present to friends and families as a gift. Complete information about the Scrip program may be found under the SCRIP tab on the SBS website.

Frequently Asked Questions

ABOUT SCRIP

What is Scrip?

SCRIP website: www.glscrip.com

Scrip is a fundraising program that is used by schools, churches and other organizations to raise funds. At St. Benedict, we use the Scrip program to give our school families a mechanism to earn "tuition" credit that will reduce their tuition bill.

How does Scrip work?

The school will purchase gift cards at a discount and sell them at full face value. For example, the school might purchase a \$100 card for \$95 and sell it for \$100. The card is worth \$100 and purchases or recipients will receive \$100 of goods or services with that card. In the case of school families, we credit the \$5.00 "profit" from the sale of that card toward the family's tuition bill.

Who can buy Scrip?

Anyone can purchase Scrip through an SBS family. Family, friends, neighbors -- they don't have to be members of St. Benedict School. The SBS family placing the order will receive the tuition credit and the person purchasing the gift card will receive the face value of the card.

Who benefits from Scrip?

Everyone! Without spending any extra money, you are pre-purchasing gift cards at face value to use for your normal expenses. Your share of the profits goes towards reducing your family's tuition.

What gift cards are available for purchase?

You will find the current list of SCRIP cards and denominations available for purchase in the School Office on the "Counter Sales" Form on the School Website under SCRIP. You can find a SCRIP order form on the website also. This is the form you use to order any of the cards you see on the SCRIP website. We have listed some of the frequently ordered ones, but the space at the bottom is to list any others you wish to order. Be sure to check the available denominations on the SCRIP website before ordering.

When can I start purchasing the gift cards?

Cards are available for purchase now. You will find the order form under the SCRIP tab on the website. You can place your first order by next Tuesday, for pick-up the following Tuesday. Or, you can purchase from our Counter Stock by stopping in the School Office or sending in a Counter Sales Form and payment with your child. We will send the Counter Stock cards you ordered home to you by the next day.

SCRIP TUITION CREDIT

How much credit can I earn ?

School families can earn a credit up to the full value of their tuition obligations or \$5,000 a year, whichever is greater.

How is the tuition credit calculated ?

Each merchant sets a specific discount percentage. The range of discount varies from about 2% of face value to 15% of face value. The profit is the difference between the face value of the card and the discounted price that SBS pays for the card.

100% of the profit that SBS earns will be put towards your tuition credit, not the amount of sale (i.e. face value) that gives you a Scrip tuition credit. It is the discount amount that gets credited toward tuition. For example, if you purchase a \$100 gift card with a 5% discount, \$5.00 is credited to tuition the following year.

Can you provide an example of the rebate a “typical” family might get?

Let's assume a “typical” family spends \$200 a week on groceries, 50 weeks a year. That's \$10,000 annually at super markets. Let's also assume they buy gifts and other merchandise totaling about \$2,000 annually from other participating Scrip retailers. If this “typical” family used Scrip gifts cards for all these purchases they could earn a tuition credit of \$420 or more. The credit for the supermarket purchases would be 4% of \$10,000, or \$400 plus about 6% of the \$2,000 of retail purchases, or about \$120. The actual rebate would depend on which retail stores this family shopped in as the discount between retail stores varies. In this example, we assumed an average discount of 8%. The overall credit this “typical” family would earn is \$520.

Where can I find the amount of tuition credit I would earn for each purchase?

The complete list of current SCRIP retailers and the discount % associated with each card can be found on the SCRIP website at www.glscrip.com. Check out the weekly specials on discounts!

How is the tuition credit applied?

The credit earned during the current school year will be applied to the tuition bill for the following school year.

I pay by FACTS, how will the credit be applied?

FACTS will post the credit to your account and notify you when the credit has posted. You can continue to pay monthly, quarterly, or semi-annually. The amount due for each FACTS payment will be reduced proportionally.

How can I get my tuition credit balance?

If you need an estimate of your accrued tuition credit prior to July, please contact the school Bookkeeper. Otherwise, the amount will appear on your Tuition Statement.

Can rebate checks be issued directly to families instead of tuition credit?

No, all credits must be applied to the following year's tuition OR sent by SBS to another Catholic school (see next two FAQs).

My youngest child is in eighth grade, what will happen to my rebate once she graduates?

Any tuition credit you earn during your youngest child's last year at SBS can be sent, via a check, to any Catholic High School. SBS will send the check during the summer and direct it towards that Catholic High School's tuition for the benefit of the child you designate.

Can I still benefit from Scrip once my children are in high school?

Yes. Any tuition credit you earn after your child graduates from SBS can be sent, via a check, to any Catholic High School. The check will be sent by SBS over the summer and directed towards that Catholic High School's tuition for the benefit of the child you designate.

What happens to my credit if I move and need to transfer my children ?

If you move, any tuition credit you earned during the last year at SBS can be sent, via a check, to any Catholic school. The check will be sent by SBS over the summer and directed toward that Catholic school's tuition for the benefit of the child you designate.

ORDERS, PAYMENT and PICKUP

When are orders due?

Orders are due by 10:00 a.m. on Tuesday. Orders should be sent in with your child or dropped off at the school office.

Do I need to pay for my Scrip orders in advance?

Yes. ALL Scrip orders must be accompanied by full payment.

Can I place an order and pay when I pick it up (C.O.D.)?

No, all orders must be prepaid.

Can I pay with a credit card?

No. At this time, we are only accepting payments by cash or check.

When will I receive my order?

Orders received by 10:00 a.m. on Tuesday will be ready for pick-up the following Tuesday. Orders received after 10:00 a.m. on Tuesday will be placed the following week (Tuesday).

What if the school is closed, when are orders due or available for pick-up?

If the school is scheduled to be closed on a Tuesday the orders would be due by 10:00 a.m. on Monday. In the event of an emergency closing on a Tuesday the regular weekly order will be due by 10:00 a.m. on Wednesday.

During extended closures (Easter, Thanksgiving and Christmas recess), orders received the week recess begins will normally be placed the Tuesday after school resumes for pick-up the following Tuesday. Special instructions will be sent out as necessary.

What if I can't get to school to pick up my order? Can it be sent home with my child?

Yes, we can send your Scrip order home with your child. You will need to sign the release on the order form. Please understand that St. Benedict is not responsible for lost or stolen cards. As gifts cards are like cash, please use your best judgment when re-questing that cards be sent home.

Can I return unused gift cards for a refund?

No, all purchases are final. Some merchants may give a refund or allow portions of the balance to be "cashed out."

GENERAL

What happens if I lose my gift cards?

Lost cards ARE NOT REPLACEABLE. Cards are like cash and SBS cannot replace lost, stolen, or damaged cards.

Is Scrip use mandatory?

No, the use of Scrip is completely voluntary. However, by not participating you are passing up a great way to earn a tuition credit for your family.

Why use Scrip when I get cash back when I use my credit card?

Each family must determine which might be of greater benefit to them- Scrip or credit card cash back programs. With Scrip, you get "cash back " in the form of tuition rebates. While many credit cards limit the amount of cash back to a few hundred dollars, the tuition credit under Scrip is the greater of \$5,000 or the full value of your family's tuition.